

Dave

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8282

Applications has decided to sponsor

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[REDACTED] part time this semester, full time in January for a semester & part time again after that. So we have to tell someone in OTR we will be doing this, since at least in January he'll be off at full pay all the time?? I didn't know.

MS

Memorandum for: Chairman, Applications Career Panel

Thru: DD/A/ODP

STATINTL From: [REDACTED]

Reference: Notice [REDACTED] dated 30 June 1975

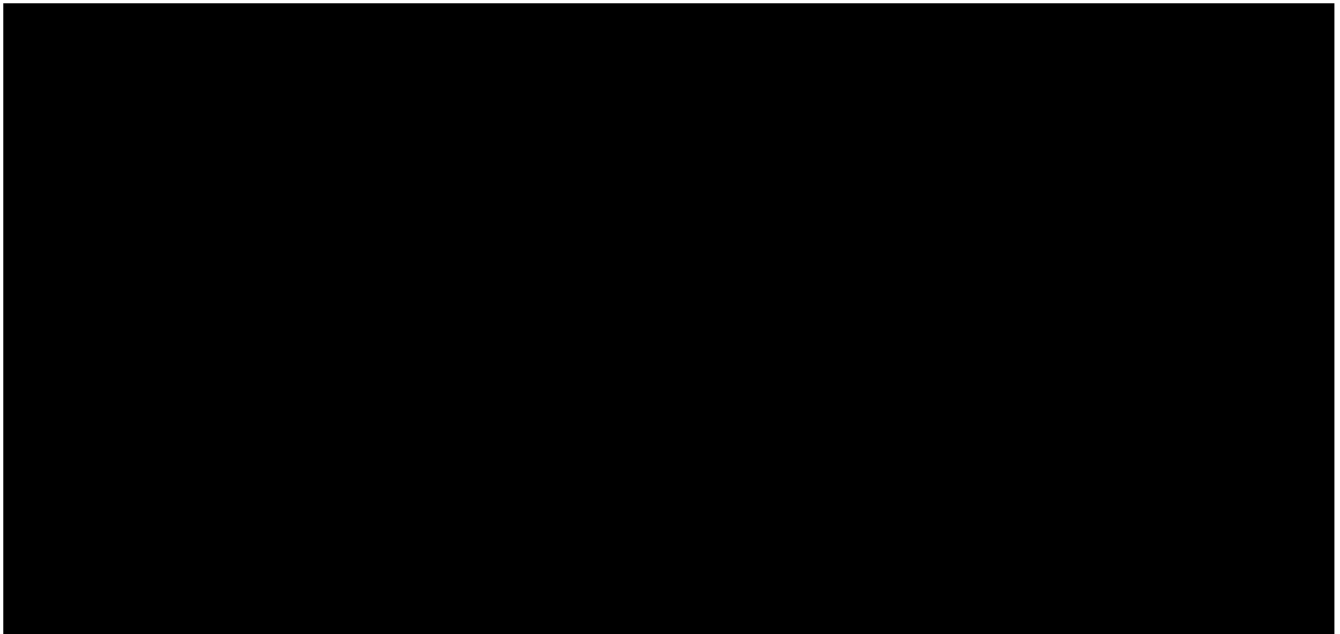
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1. Action Requested:

This memorandum presents a request for agency sponsorship of academic education to make me a more productive and valuable ODP employee and presents a plan for this sponsorship.

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2. Background:



3. Career Objectives:

It is my objective to progress within the hierarchy of ODP to the level of Division Chief. This long range objective is supported by three intermediate goals. The first goal is to complete my undergraduate education in Data Processing and Management. This is to be obtained within the next 1 to 3 years. The second goal is to advance within Applications to a level of Project Manager. This second goal will run concurrent with the first and should be obtained within 3-5 years. The third goal is to continue to advance within the structure to a level equivalent to a Branch Chief. This goal is still supportive of the long range objective but to place a time estimate on it now would be inappropriate.

4. Relationship to Current Assignment:

In 1967, the EDP Training Staff was commissioned to provide electronic data processing training for the Agency. This training is presented to computer careerists, and users of ODP computer facilities. In support of this mission it is my duty, as an EDP instructor, to prepare myself educationally to enhance the training provided by ODP/TS.

5. Proposed Plan of Study:

It is my intention, in support of paragraph 4 to pursue the following plan of study:

- o Fall Semester 1978 (August 30 - December 20)

During the Fall semester I will attend [REDACTED] at night and carry 6 semester hours. The courses I will take are BUAD 201 and BUAD 261*. STATINTL

- o Spring Semester 1979 (January - April)

During the Spring semester I will attend [REDACTED] as a full-time day student (15 semester hours). The five courses I intend to take are BUAD 202, BUAD 262, BUAD 316, BUAD 334 and BUAD 312*. STATINTL

- o Fall Semester 1979 (August - December)

During the fall semester I will again attend [REDACTED] as a part-time night student carrying 9 semester hours. The three courses I intend to take are BUAD 318, BUAD 355 and BUAD 415*. STATINTL

6. Incurred Costs to ODP:

The following costs will be incurred by ODP in support of paragraph 5 barring no rise in tuition costs.

- o FY78 - Cost: \$192 This covers the two three-hour courses to be taken during Fall semester 1978.
- o FY79 - Cost: \$768 This covers the five three-hour courses to be taken during Spring semester 1979 and the three three-hour courses to be taken during Fall semester 1979.

* A description of these courses can be found in Section 7 of this paper.

7. Course Descriptions:

Statistical Analysis I (BUAD 261)*

The use of statistical methods as scientific tools in the analysis of practical problems. Topics include: collection and presentation of data; descriptive statistics; elementary probability theory; properties and applications of important probability distributions, etc.
Cost - \$96.00

Statistical Analysis II (BUAD 262)*

A continuation of BUAD 261. Topics covered include: ✓
methods of statistical inference - estimation and hypothesis testing; properties and applications of the t, chi square and f distributions, etc.
Cost - \$96.00

Data Base Management (BUAD 312)

Structure of Computer installations and information systems with emphasis on data management and data ✓
structures; design, creation, editing, updating, sorting, searching, retrieval of sequential and direct-access files-time shared data bases - quality control and recovery.
Cost - \$96.00

Computer Hardware and Operations (BUAD 316) ✓

Comprehensive coverage of computer system hardware components treating both their characteristics and suppliers and an examination of computer system operations including operating systems and job control languages. Student learns to conduct feasibility studies which include system descriptions and operation plans, etc.
Cost - \$96.00

Computer Language and Data Structures (BUAD 318)

The study of comparative computer language structures. Applications covering assembler and higher level languages.
Cost - \$96.00

* These courses; BUAD 261, BUAD 262, BUDA 201 and BUAD 202 are prerequisite courses for Management Information Systems (BUAD 415).

Financial Accounting (BUAD 201)*

A conceptual approach to the study of basic financial accounting and reporting practices, including financial control.

Cost - \$96.00

Managerial Accounting (BUAD 202)* ✓

Preparation of accounting reports and analysis for use by management in planning and controlling operations.

Cost - \$96.00

Management Problem-Solving and Decision-Making (BUAD 334) ✓

Emphasis is placed on the internal organization and management of the enterprise. This course exposes the student to the purpose, methodology and techniques used to effectively analyze organizational problems. Applications of systems theory are also explored to enhance student perspective and creativity in problem solving.

Cost - \$96.00

Decision Theory and Networks (BUAD 355)

This course will study the systematic evaluation of alternative actions and a basis of choice among them. Techniques such as tree diagrams, Bayesian inference and network models are used extensively. Techniques as presented will be applied to a wide range of organizational and non-organizational problems.

Cost - \$96.00

Management Information Systems (BUAD 415)

An integration of separate prior learning on computer and on information processing needs and in different functional areas of administration such as operations, finance, personnel, accounting, and planning and control.

Cost - \$96.00

Respectfully Submitted,

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Concurrence:

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Chairman, Applications Career Panel

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TRANSMITTAL SLIP		DATE <i>21 Aug</i>
TO: [REDACTED]		
ROOM NO. [REDACTED]		
REMARKS: <i>Attached is the memo regarding 'fellowship' training that Applications is prepared to sponsor for [REDACTED]. Please arrange for ^{any} necessary higher level approvals. If you have any questions while I'm gone, call [REDACTED].</i>		
FROM: [REDACTED]		
ROOM NO.	BUILDING <i>1</i>	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8 WHICH MAY BE USED.

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